National Endowment for the Arts

Visual Arts Program

Guidelines

Fiscal Years 1975 and 1976

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Visual Arts Program

Introduction

The Visual Arts Program provides assistance for individual artists of exceptional talent, e.g., painters, sculptors, printmakers, photographers and craftsmen; for the commissioning and placement of art works in public places; for short-term residencies of artists, critics, photographers and craftsmen in educational and cultural institutions and for a variety of flexible programs, including workshops and artists' services. Basically grants are of two kinds —— fellowships are available to individuals and project grants are made to organizations. The following information provides some basic facts to keep in mind concerning both types of assistance.

Application Deadlines

1974	
October 1	Workshop program, FY 75
October 15	Printmakers Fellowship, FY 75 Crafts Workshops, FY 75
November 1	Fellowship Program for Artists, FY 75
December 20	Craftsmen Fellowships, FY 75
1975	
January 1	Works of Art in Public Places, Group II and Group III, FY 75 Master Craftworkers Apprenticeship Program, FY 75
January 15	Photography: Exhibition Aid, FY 75 Visual Arts in the Performing Arts, FY 75
February 1	Artists Services, FY 75
May 30	Photographers Fellowship, FY 76
July 1	Art Critics Fellowship, FY 76
October 1	Workshop program, FY 76
October 15	Printmakers Fellowship, FY 76 Crafts Workshops, FY 76
November 1	Fellowship Program for Artists, FY 76
December 20	Craftsmen Fellowships, FY 76
1976	
January 1	Works of Art in Public Places, Group II and Group III, FY 76 Master Craftworkers Apprenticeship Program, FY 76
January 15	Photography: Exhibition Aid, FY 76 Visual Arts in the Performing Arts, FY 76
February 1	Artists Services, FY 76
Applications are accepted and reviewed throughout the year:	Artists, Critics, Photographers, and Crafts in Residence program Works of Art in Public Places, Group I

Grants to Organizations

Eligibility

By statute, the National Endowment for the Arts is limited to the support of organizations which meet the following criteria:

1) *Only* those organizations which meet the requirements of Title VI of the Civil Rights Act of 1964 for the duration of any project supported in whole or in part by the National Endowment for the Arts.

2) *Only* those organizations in which no part of net earnings inures to the benefit of a private stockholder or individual and to which donations are allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. *Copy of Internal Revenue Service Determination letter for tax-exempt status must be submitted with each application.*

3) *Only* those organizations which compensate all professional performers, related or supporting professional personnel, laborers, and mechanics at the equivalent of the prevailing minimum compensation level *or on the basis of negotiated agreements which would satisfy the requirement of Parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations* for the duration of any project supported in whole or in part by the National Endowment for the Arts.

Method

Generally, project grants to institutions will be made on at least a dollar-for-dollar *matching* basis. Matching funds must be from non-federal sources.

Procedure for Applying

1) Institutions should use the forms entitled "Project Grant Application" (NEA-3, Rev.). *Please follow closely the instruction sheet attached to your application and supply all information requested.*

2) *Project Description:* The Project Description should be brief but specific. Spell out concrete details. All essential elements of the proposal must be included in a concise project summary in the space provided on the application. If applicants wish to supply additional information, they should submit no more than one side of one additional page (8½" by 11") with the application.

3) *Budget:* Budget estimates should cover the total project costs. Project costs include total direct and indirect costs essential to the project and consistent with specific program guidelines that follow. *Please provide all budget detail and supplemental material required by the Project Grant Application (NEA-3, Rev.) instruction and specific program guidelines.*

Fellowship Grant to Individuals

Eligibility

1) Generally, fellowships will only be made to U.S. citizens.

2) Students are not eligible.

Method of Funding

Grants to individuals are made on a non-matching basis.

Procedure for Applying

1) Individuals applying to the Endowment should use the application forms entitled "Individual Grant Application," (NEA-2, Rev.). These forms must be submitted in triplicate and in accordance with the instruction sheet which is attached.

2) *Slide Submissions: All slides should be 35 mm* (suitable for carrousel projection) and must be placed in *CLEAR PLASTIC SHEETS* for easy handling. Please indicate on each slide casing:

a) your own name

b) title of the work

c) date

d) medium

e) dimension in inches (height preceeding width preceeding depth)

f) top of the work

Unless stated in the guidelines, materials submitted to the Endowment *will not be returned.* Please comply with the limit set of the number of prints or slides which are sent to the Endowment. The advisory committees will only review up to the maximum number allowed.

Note: The Internal Revenue Code and regulations provide that certain fellowships to individuals who are not candidates for degrees are, within certain limitations, excludable from gross income, for tax purposes. If a fellowship qualifies for this exclusion, the amount is limited to $300 times the number of months the fellowship is intended to cover, but not in excess of 36 months. In addition, amounts received to cover certain expenses for travel, research, clerical help or equipment incident to the fellowship are excludable to the extent of the recipient's actual expenses provided that these expenses are not claimed as a deduction. A pamphlet published by the Internal Revenue Service on this subject and entitled "Tax Information on Scholarships and Fellowships" is reprinted on page 21. This might be helpful in preparing an application for a proposed fellowship. The Endowment cannot advise you as to the deductibility of all or any portion of a fellowship, should one be awarded to you. Advice should be sought from your own tax counselor or local Internal Revenue Service Office.

Mailing Address

Both individual and project application forms should be returned to the *Grants Office, National Endowment for the Arts, Washington, D.C. 20506,* postmarked no later than the deadline date. Additional information and

application forms may be obtained from the Visual Arts Program, National Endowment for the Arts, Washington, D.C. 20506. Telephone: (202) 382-7068.

Review Procedure

Generally, selection will be made from recommendations of an advisory committee and the National Council on the Arts.

Reporting Requirements

The Endowment requires a fiscal and narrative report on a project at the end of the grant period.

Bicentennial Programs

The Endowment recognizes that the arts will play an important role in the next few years in the celebration of our country's bicentennial. The Endowment welcomes this involvement on the part of artists and cultural organizations. The Endowment has an active interest in participating in these efforts, within funds available to it, and insofar as they are directed to professional creation and presentation of new works, improvement of artistic standards, preservation of our cultural heritage, and increasing the availability of the arts for all Americans. If funds under these guidelines are sought for projects deemed by the applicant to be related to the bicentennial, a brief description of this relationship should be made in the application.

Resolution on Accessibility to the Arts for the Handicapped

One of the main goals of the National Endowment for the Arts is to assist in making the arts available to all Americans. The arts are a right, not a privilege. They are central to what our society is and what it can be. The National Council on the Arts believes very strongly that no citizen should be deprived of the beauty and the insights into the human experience that only the arts can impart.

The National Council on the Arts believes that cultural institutions and individual artists could make a significant contribution to the lives of citizens who are physically handicapped. It therefore urges the National Endowment for the Arts to take a leadership role in advocating special provision for the handicapped in cultural facilities and programs.

The Council notes that the Congress of the United States passed in 1968 (P.L. 90-480) legislation that would require all public buildings constructed, leased or financed in whole or in part by the Federal Government to be accessible to handicapped persons. The Council strongly endorses the intent of this legislation and urges private interests and government at the state and local levels to take the intent of this legislation into account when building or renovating cultural facilities.

The Council further requests that the National Endowment for the Arts and all of the program areas within the Endowment be mindful of the intent and purposes of this legislation as they formulate their own guidelines and as they review proposals from the field. The Council urges the Endowment to give consideration to all the ways in which the agency can further promote and implement the goal of making cultural facilities and activities accessible to Americans who are physically handicapped.
(Adopted by the National Council on the Arts, September 15, 1973.)

Categories of Funding

Art Critics' Fellowship Program

To enable art critics to take on a specific project which in their present circumstances is not feasible.

Eligibility:
Art critics of exceptional talent and accomplishment who are published regularly. For the purposes of this program, art criticism is defined as the investigation, evaluation and exposition of contemporary or recent art. (*Art historians are not eligible;* historians of art whose concerns are primarily scholarly should apply to either the Fellowship Division or the Research Grants Division of the National Endowment for the Humanities, Washington, D.C. 20506, for funding.)

Fellowship Amount:
Up to $5,000 depending on project.

Deadlines and Announcement Dates:
Applications for Fiscal Year 1976 must be postmarked no later than July 1, 1975. Notices of awards or rejections will not be sent before January 1, 1976. Your proposed activity should not have a beginning date before March 1976 and should generally be carried out during the succeeding twelve months.

Procedure:
Please review the instructions given on page 4 and complete the forms entitled "Individual Grant Application" (NEA-2, Rev.). Please include not more than two samples (preferably a specific article or essay) showing your work in its best light. (Samples will not be returned.) Interviews should not be submitted as examples. Each article submitted should not exceed 5,000 words. In addition you should attach not more than one 8½" x 11" sheet indicating the *specific* project you would undertake should a grant be awarded to you.

Craftsmen's Fellowship Program

To enable craftsmen to set aside time and/or purchase materials and, generally to enable them to advance their careers as they see fit.

Eligibility:
Professional craftsmen of exceptional talent — glass workers, metal workers, weavers, potters, and woodworkers — of any age, medium or aesthetic persuasion. Students are not eligible.

Fellowship Amount:
Up to $5,000.

Deadlines and Announcement Dates:
Applications for Fiscal Year 1975 must be postmarked no later than December 20, 1974. Notices of approval or rejection will not be sent before May 1975. (Slides will not be returned.) Your work under this grant should not have a beginning date before June 1975 and generally should be carried out during the next succeeding twelve months.

Applications for Fiscal Year 1976 must be postmarked no later than December 20, 1975. Notices of approval or rejection will not be sent before May 1976. (Slides will not be returned.) Your work under this grant should not have a beginning date before June 1976 and generally should be carried out during the next succeeding twelve months.

Procedure:
Please review the instructions given on page 4 and complete the forms entitled "Individual Grant Application" (NEA2-Rev.). In addition, please complete the blue card with name, address and other information requested and return with your application.

Not more than *five slides* of your work should be submitted. Please read Item 3, page 4 of General Information for accurate instructions for slide submission. Slides will not be returned.

While grants are not made for specific projects, but to buy time and/or materials (see above "aim of grants") you may wish to indicate to the panel the kind of work you do by submitting specific plans or projects. These should be submitted on a single 8½" by 11" sheet and attached to your application.

Applicants may supplement their applications, if they so wish, with not more than two *catalogues* of recent exhibitions and/or not more than three *reviews* of recent work.

Fellowship Program for Artists

To enable artists to set aside time and/or purchase materials and, generally to enable them to advance their careers as they see it. There are two categories of fellowships for artists:

Category I ($7,500) is primarily intended to assist artists in mid-career between, approximately, the ages of 35 and 50 and over. Artists under 35 are not, however, excluded from Category I. A limited number of Category I grants will be set aside for senior artists.

Category II ($3,000) is intended to assist artists in the earlier stages of their careers (from graduation to approximately 35). A limited number of $1,000 fellowhips will be set aside within this category for artists under 25.

Generally, support in Category I is for a year, in Category II for six months.

Eligibility:
Painters, sculptors, conceptual, performance, and video artists working within a visual arts context, of exceptional talent, of any school or aesthetic persuasion. (Students are not eligible.)

Fellowship Amounts:
$7,500 under Category I
$3,000 under Category II

Deadlines and Announcement Dates:
Applications for Fiscal Year 1975, must be postmarked no later than November 1, 1974. Notices of approval or rejection will not be sent before July 1, 1975. Your work under this grant should not have a beginning date before August 1975 and generally should be carried out during the succeeding six or twelve month period depending on the category under which application was made.

Applications for Fiscal Year 1976 must be postmarked no later than November 1, 1975. Notices of approval or rejection will not be sent before July 1976. Your work under this grant should not have a beginning date before August 1976 and generally should be carried out during the succeeding six or twelve month period depending on the category under which application was made.

Procedure:
Please review the instructions given on page 4 and complete the forms entitled "Individual Grant Application" (NEA 2 - Rev.). Artists may apply under a specific category or they may request that the advisory committee place their application in the appropriate category. In addition, please complete the blue card with name, address and other information requested and return with your application.

Not more than *five slides* of your work should be submitted. Please read Item 3, page 4 of General Information for accurate instructions concerning slide submission. Slides and other documentation will not be returned. When your work cannot be represented by slides, *appropriate documentation* will be required. Video artists should send at least *one videotape* of their work (only half-inch and three-quarter inch tapes will be reviewed). Video tapes will be returned. (While every effort will be made to avoid loss or damage, the Endowment will not be responsible for any loss or damage.)

While grants are not made for specific projects, but to buy time and/or materials (see above "aim of grants"), you may wish to indicate to the panel the kind of work you do by submitting specific plans or projects. These should be submitted on a single 8½" x 11" sheet and attached to your application.

Applicants may supplement their applications, if they so wish, with not more than two *catalogues* of recent exhibitions and/or not more than three *reviews* of recent work.

Printmaker's Fellowship Program (Pilot)

To enable printmakers to set aside time and/or purchase materials and, generally to enable them to advance their careers as they see fit.

Eligibility:
Professional printmakers and artists of exceptional talent interested in printmaking. Printmakers of any school age, or aesthetic persuasion are eligible. (Students are not eligible.)

Fellowship Amount:
$3,000

Deadlines and Announcement Dates:
Applications for Fiscal Year 1975 must be postmarked no later than October 15, 1974. Notices of approval or rejection will not be sent before April 1975. Your work under this grant should not have a beginning date before June 1975 and generally should be carried out during the succeeding twelve months.

Applications for Fiscal Year 1976 must be postmarked no later than October 15, 1975. Notices of approval or rejection will not be sent before April 1976. Your work under this grant should not have a beginning date before June 1976 and generally should be carried out during the succeeding twelve months.

Procedure:
Please review the instructions given on page 4 and complete the forms entitled "Individual Grant Application" (NEA2-Rev.). In addition, please complete the blue card with name, address and other information requested and return with your application.

Not more than *five slides* of your work should be submitted. Please read Item 3, page 4 of General Information for accurate instructions for slide submission. Slides will not be returned.

While grants are not made for specific projects, but to buy time and/or materials (see above "aim of grants") you may wish to indicate to the panel the kind of work you do by submitting specific plans or projects. These should be submitted on a single 8½" x 11" sheet and attached to your application.

Applicants may supplement their applications, if they so wish, with not more than two *catalogues* of recent exhibitions and/or not more than three *reviews* of recent work.

Photographer's Fellowship Program

The overall aim of the Photographer's Fellowship Program is to assist in the contribution made by photography to our culture. The specific aim is to allow photographers of exceptional talent to set aside time and/or purchase materials and, generally, to enable them to advance their careers as they see fit. Technical investigations will not have a high priority generally.

Eligibility:
Still photographers of exceptional talent.

Fellowship Amounts:
Fellowships ordinarily will not exceed and generally will be $5,000.

Deadline and Announcement Date:
Applications for Fiscal Year 1976 must be postmarked no later than May 30, 1975. (Prints will not be returned before December 1975.) Notices of approval or rejection will not be sent before October 1975. Your work under this grant should not have a beginning date before November 1975 and generally should be carried out during the succeeding twelve months.

Procedure:
Please review the instructions given on page 4 and complete the forms entitled "Individual Grant Application" (NEA2-Rev.). In addition, please complete the blue card with name, address and other information requested, and return with your application.

Up to ten prints should be submitted with your application. Photographs will be returned. (While every effort will be made to avoid loss or damage, the Endowment will not be responsible for any loss or damage.) Framed photographs will not be accepted. Photographers should note that large and oversized packages tend to suffer in transit and handling.

While grants are not made for specific projects, but to buy time and/or materials (see above "aim of grants"), you may wish to indicate to the panel the kind of work you do by submitting specific plans or projects. These should be submitted on a single 8½" by 11" sheet and attached to your applications.

Applicants may supplement their applications, if they so wish, with not more than two *catalogues* of recent exhibitions and/or not more than three *reviews* of recent work.

Artists, Critics, Photographers and Craftsmen in Residence Program

To make it possible for art schools, university art departments and other institutions to invite artists, critics, photographers and craftsmen of national reputation for short-term stays to instruct, influence and stimulate students and faculty while practicing their professions. We believe that such circulation of professionals of exceptional talent benefits the students, the faculty, and the visiting artists.

Institutions select the artist(s), critic(s), photographer(s) or craftsmen of their choice and work out a mutually acceptable schedule of activities with emphasis on student contact. While new methods are not necessarily better, more inventive ways of bringing this contact about may be desirable; for instance, making the evolution of a work of art itself the teaching situation, or engaging the students as assistants in some project or process.

Eligibility:
While aimed primarily at art schools and university art departments, other organizations such as museums, state art agencies, and community centers also may apply.

Grant Amounts:
Grants will usually not exceed $1,500 and will be made on a matching basis. Larger grants are occasionally given for extraordinary projects. Project budgets generally should include *only* artists' fees and transportation for the artist to the university, museum or community center at the start of the project and return to his home at the end of the project.

Deadline and Announcement Date:
Applications for this program are accepted and grants are made throughout the year. However, applications should be received six months before the planned residence will begin.

Procedure:
Please review the instructions given on page 3 and complete the forms entitled "Project Grant Application" (NEA-3, Rev.). It is not necessary to have chosen the artist(s) at the time the application is filled out.

Workshop Program

The aim of the Workshop Program is to assist the production of new work by artists of exceptional talent and to give artists a place to work. The program also encourages artists to test ideas and media, and to devise modes of working together.

Eligibility:
For the purposes of this program, a "workshop" is defined as *a place with facilities* where a group of artists who share common aesthetic and technical interests come together for the purpose of making or exhibiting works of art in a situation in which they derive stimulation from each other's presence and ideas. The workshop or organization holding the workshop must be tax-exempt.

Applicants are required to submit a copy of their Internal Revenue Service tax exemption status letter with every application. Workshops must have been in existence for at least one year. Workshops must be for the benefit of groups of practicing professional artists. *Amateur or adult education groups are not eligible.* Workshops may be independent or attached to museums, universities, art schools, etcetera. In the latter case, while students may benefit, the emphasis must be on work by *practicing professional artists.*

Grant Amounts:
Grants will usually not exceed $15,000 and will be made on a matching basis. (Total project at least $30,000.)

Deadlines and Announcement Dates:
Applications for Fiscal Year 1975 must be postmarked no later than October 1, 1974. Notices of approval or rejection will not be sent before April 1, 1975. Your proposed activity should not have a beginning date before May 1975 and generally should be carried out during the succeeding twelve months.

Applications for Fiscal Year 1976 must be postmarked no later than October 1, 1975. Notices of approval or rejection will not be sent before April 1976. Your proposed activity should not have a beginning date before May 1976 and generally should be carried out during the succeeding twelve months.

Procedure:
Please review the instructions given on page 3 and complete the forms entitled "Project Grant Application" (NEA-3, Rev.). Grant funds requested should be for the support of working activities for not more than one year starting May 1975 or May 1976 and may not exceed or be deferred to another year, except under unusual circumstances.

Note: Your application will not be considered by the panel unless biographies of the artists involved in the workshop and 5 slides of each

artist's work are included. (Please read carefully Item 3, General Information, page 4 for accurate instructions on slide submission.)

Crafts Workshop Program

The aim of the Crafts Workshop Program is to assist the production of new work by craftsmen of exceptional talent and to give craftsmen a place to work. The program also encourages artists to test ideas and media, and to devise modes of working together.

Eligibility:
For the purposes of this program, a "crafts workshop" is defined as *a place with facilities* where a group of artists who share common aesthetic and technical interests come together for the purpose of making or exhibiting works of art in a situation in which they derive stimulation from each other's presence and ideas. The workshop or organization holding the workshop must be tax-exempt.

Applicants are required to submit a copy of their Internal Revenue Service tax exemption status letter with every application. Workshops must have been in existence for at least one year. Workshops must be for the benefit of groups of practicing professional artists. *Amateur or adult education groups are not eligible.* Workshops may be independent or attached to museums, universities, art schools, etcetera. In the latter case, while students may benefit, the emphasis must be on work by *practicing professional* craftsmen.

Grant Amounts:
Grants will usually not exceed $15,000 and will be made on a matching basis. (Total project at least $30,000.)

Deadlines and Announcement Dates:
Applications for Fiscal Year 1975 must be postmarked no later than October 15, 1974. Notices of approval or rejection will not be sent before April 1975. Your proposed activity should not have a beginning date before May 1975 and generally should be carried out during the succeeding twelve months.

Applications for Fiscal Year 1976 must be postmarked no later than October 15, 1975. Notices of approval or rejection will not be sent before April 1976. Your proposed activity should not have a beginning date before May 1976 and generally should be carried out during the succeeding twelve months.

Procedure:
Please review the instructions given on page 3 and complete the forms entitled "Project Grant Application" (NEA-3, Rev.). Grant funds requested should be for the support of workshop activities for not more than one year starting May 1975 or May 1976 and may not extend or be deferred to another year, except under unusual circumstances.

Note: Your application will not be considered by the panel unless biographies of the craftsmen involved in the workshop and 5 slides of each craftsmen's work are included. (Please read carefully Item 3, General Information, page 4 for accurate instructions on slide submission.)

Master Craftworkers Apprenticeship Program (Pilot)

The aim of the program is to enable master craftworkers to hire an apprentice for periods of, generally, nine months to impart their skills to the apprentice, who in turn assists them at their work.

Eligibility:
Master craftworkers in glass, metal, textile, ceramics and wood.

Grant Amounts:
$3,000. This sum should be passed to the apprentice in a way agreed upon by master and apprentice. It is suggested that equal monthly stipends be arranged, i.e.,$300 each month for nine months. The apprentice is responsible for his own living expenses. $300 should be retained by the master craftsman or woman to pay for his/her administrative expenses.

Deadlines and Announcement Dates:
Applications for Fiscal Year 1975 must be postmarked no later than January 1, 1975. Notices of approval or rejection will not be sent before July 1975. Your proposed activity should not have a beginning date before September 1975 and generally should be carried out during the succeeding twelve months.

Applications for Fiscal Year 1976 must be postmarked no later than January 1, 1976. Notices of approval or rejection will not be sent before July 1976. Your proposed activity should not have a beginning date before September 1976 and generally should be carried out during the succeeding twelve months.

Procedure:
Master craftsmen and women may choose their own apprentice; the name of the proposed apprentice should be given in the application. Apprentices should have exhibited professional aptitude in their respective media. Master craftsmen and women must have proper facilities (e.g. a workshop sized studio). Facilities must be adequate to accommodate a second working professional.

Applicants should submit not less than 5 slides of their work, and give a brief description of the expected relationship.

An evaluation should be sent to the Endowment by master and apprentice at the end of the apprenticeship period.

Photography: Exhibition Aid

The aim of this program is to bring photography exhibitions of contemporary and/or historical importance to the public in a variety of appropriate situations.

Eligibility:
Universities, museums, community center, theaters, libraries, churches, prisons, cooperative nonprofit photography galleries, state art agencies, etcetera.

Grant Amounts:
Matching grants will normally not exceed $10,000 for major exhibitions and $5,000 for other projects.

Deadlines and Announcement Dates:
Applications for Fiscal Year 1975 must be postmarked no later than January 15, 1975. Notices of approval or rejection will not be sent before June 1975. Your proposed activity should not have a beginning date before July 1975 and generally should be carried out during the succeeding twelve months.

Applications for Fiscal Year 1976 must be postmarked no later than January 15, 1976. Notices of approval or rejection will not be sent before June 1976. Your proposed activity should not have a beginning date before July 1976 and generally should be carried out during the succeeding twelve months.

Procedure:
Please review the instructions on page 3 and complete the forms entitled "Project Grant Application" (NEA-3, Rev.). Evidence of ability to carry through the planned exhibition must be supplied. More formal situations, museums and universities, should supply budgets of previous exhibitions as a guideline to funding, and should indicate such matters as number of photographs, whether exhibition will travel, person responsible for exhibition, for catalogue introduction and preparation. For less formal situations, the Endowment may encourage the originators of an exhibition to avail themselves of the advice of a consultant they may select from a standing panel of nationally recognized photography experts.

Note: Since catalogue are a valuable photographic record, works of art in themselves, and often contain essays of importance to the field, special consideration will be given to funding catalogues of lasting value to the field. A breakdown of catalogue budgets should be included by your application: size, number of pages, reproductions, kind of paper, cover, number to be printed, details on texts, etcetera. Expected income should also be indicated.

Note: Cooperative nonprofit galleries are mentioned above. Special consideration will be given to such galleries attempting to advance the knowledge and popularity of quality photography by contemporary photographers of exceptional talent.

Visual Arts in the Performing Arts

The aim of the program is to make outstanding artists, who are not professional stage or costume designers, available to performing arts groups.

Funds will be available to performing arts groups who wish to encourage the participation of artists of exceptional talent in three areas:

1) Design of posters which advertise single productions or season's offerings and have limited signed editions.

2) Design of sets for plays, operas and dance performances.

3) Design of costumes for plays, operas and dance groups, with the emphasis on dance groups.

(Numbers 2 and 3 for sets and costumes may be combined in applications. Isamu Noguchi sets for Martha Graham and the Robert Rauschenberg and Jasper Johns sets and costumes for Merce Cunningham are cited as successful examples of numbers 2 and 3.)

Eligibility:
Professional performing groups (dance companies, orchestras, opera companies, theatre companies, etcetera). Individual artists may not apply under this program.

Grant Amounts:
Grants for design of posters (No. 1 above) will generally not exceed $1,500 and generally must be matched by at least an equal amount from non-federal sources. Grants for sets or costumes will usually not exceed $5,000 and generally must be matched by at least an equal amount from non-federal sources. In the case of grants for set and costume design, subsidiary expenses which result directly from the engagement of the artist may also be considered.

Note: These funds are mainly intended to used for the artists' fee. They should not be used to replace funds already in company budgets for costumes, sets, or posters.

Deadlines and Announcement Dates:
Application for Fiscal Year 1975 must be postmarked no later than January 15, 1975. Notices of approval or rejection will not be sent before July 1975. Your proposed activity should not have a beginning date before August 1975 and generally should be carried out during the succeeding twelve months.

Application for Fiscal Year 1976 must be postmarked no later than January 15, 1976. Notices of approval or rejection will not be sent before July 1976. Your proposed activity should not have a beginning date before August 1976 and generally should be carried out during the succeeding twelve months.

Procedure:
Please review the instructions on page 3 and complete the forms entitled "Project Grant Application" (NEA-3, Rev.). The "Summary of Project Description" should include specific information concerning the production and the artists or designers you have in mind. The artists should be seriously interested and have time available to undertake the project. The intended artist's biography and slides of his work must be included with the application.

(Please read carefully Item 3, General Information, page 4 for accurate instructions on slide submission.)

Works of Art in Public Places

The aim of the program is to give the public access to the best contemporary art in public situations outside museum walls.

The Endowment intends that the work of art will contribute to the public's enjoyment, education and enlightenment; that it will create a favorable climate for the reception of all the arts; and that a distinguished heritage of public art will be passed on to future generations.

The art works may be in any one of the following media: painting (murals), sculpture, prints, crafts (tapestries, ceramics, and weavings), photography (murals).

The art should be appropriate both for its immediate site and for the city and region.

Public places are defined as city spaces, outdoor and indoor; proposals for such public places as airports, subways, highways, etcetera, will also be considered.

Privately owned land may be used as a site, if such land is either under lease to local governments for public purposes, or is what may reasonably be considered as a "public area" i.e. an area to which the general public, or as in the case of a housing development or university complex, the local community has free and unimpeded access.

The program also aims to provide opportunities, challenges and employment for the nation's artists of exceptional talent.

A significant part of the program is the stimulation of an effective partnership between cities, states, private institutions, the private sector, and the Federal Government.

Matching funds are required for all Works of Art in Public Places Projects. The Endowment recommends that the local funds be raised on as wide a base as is practical for each project. Community interest and involvement in raising matching funds usually helps each project considerably. Applicants should break down the expected sources of matching funds as much as possible. The Endowment requires a firm assurance that matching funds will be available for each project.

Eligibility:
All cities, towns, and other non-federal governmental units; universities and non-profit tax-exempt private groups; state arts agencies. Artists selected for Works of Art in Public Places, wherever situated, should be of regional or national significance.

Grant Amounts:
Matching from $5,000 to $50,000.

Procedure:
Works of Art in Public Places is made up of a number of smaller programs each administered differently and each responding to different needs. Since each individual application tends to have its unique aspects, any application that does not fit easily into any of the following categories should be discussed – either by letter or telephone – with the Visual Arts Program, National Endowment for the Arts, Washington, D.C. 20506, (202) 382-7068.

In general, the financial scale of the proposed project has a distinct bearing on its mode of administration.

Group I: Specially Commissioned Work

Grant amounts from $20,000 to $50,000 (matching) in sculpture; from $10,000 to $25,000 (matching) in murals (painting, prints, photography).

Applications:
May be received from eligible groups for matching grants. The application should be signed by the mayor and/or the official with authority to legally bind the group. Where the applicant is not a governmental unit, the nature of the site and of public access to the work should be described.

It is the Endowment's experience that successful projects require strong local support — both financial and administrative — from an aesthetically sophisticated group.

Selection of Artist:
After approval of a grant, the applicant should appoint three individuals with knowledge of the local area and of contemporary art to a selection committee. The Endowment will also appoint three nationally recognized experts to the selection committee. The six will meet to select the artist to be commissioned. The cost of the panel meeting will be borne by the local group. The local group will then approach the artist, who, if interested, will submit a model or maquette for the project, which the local representatives should approve. The National Council on the Arts will also have the opportunity to review the model. Contractual arrangements should be worked out directly between the local group and the artist. While the selection panel is of course free to come to what it considers an appropriate decision, the National Council suggests that the panel keep in mind the opportunities for younger and mid-career artists in the public art area are limited, and should, if possible, be encouraged.

Deadlines and Announcement Dates:
Applications will be accepted through the year for Group I. However, applications should be received six months before the project is scheduled to begin.

Group II: Purchased Work

Grant amounts from $10,000 to $20,000 (matching) in sculpture; $7,500 to $15,000 (matching) in murals.

Applications:
As before, In addition, artists or artists' groups may apply *if* a community or other governmental unit has indicated sufficient interest in a specific proposal. Evidence of such support should be submitted with the application.

A) The applicants may propose to the Endowment a particular work they would like to purchase for an appropriate site. The application will be reviewed by an Endowment advisory committee and the National Council on the Arts which will make a recommendation to the Chairman. This recommendation will be based not only on the appropriateness of the art work for the particular site, but also on the concern of the National Coun-

cil that the program reflect the diversity of contemporary art, and avoid repeated patronage of a few artists.

B) Should the group require advice before coming to a decision on the art work they feel appropriate, the Endowment will make available a consultant to advise the group. This consultant will be a nationally recognized expert in contemporary public art. He will meet with the local group, inspect the site, discuss contemporary art with the applicants, make suggestions and generally provide professional assistance. The consultant's initial fee will be paid by the Endowment. After the approval of the grant, any further consultant's fees will be paid by the local group.

Application Material, Group II:
Applications to be complete *must* be accompanied by:

1) a photograph of the site in relation to surrounding buildings, interiors, etcetera.

2) a photograph of the work(s).

3) a composite photograph or mock-up of the work, in proper scale, as it would look in the site.

The following details should also be included:

1) the cost of the work

2) whether it is unique or one of an edition.

3) artist's fee.

4) the dealer's fee, if any.

Incomplete applications will not be submitted to the advisory committee for review.

(Note: The National Council on the Arts, acting both on its own initiative and on the recommendation of a number of Visual Arts advisory committees, has recommended to the Chairman that dealer's fees not exceed ten percent of the artist's fee, *after* manufacture or cost of the work was subtracted.)

The cost of site preparation is borne by the applicant.

Deadlines and Announcement Dates:
Applications for Fiscal Year 1975 in Category II must be postmarked no later than January 1, 1975. Notices of approval or rejection will not be sent before June 1975. Your proposed activity should not have a beginning date before July 1975.

Applications for Fiscal Year 1976 in Category II must be postmarked no later than January 1, 1976. Notices of approval or rejection will not be sent before June 1976. Your proposed activity should not have a beginning date before July 1976.

Group III

Small projects, funding up to $10,000 (matching). While guidelines and procedures apply generally as in Group II, Group III is intended to provide opportunities for younger artists, to enable communities and groups to test the idea of public art in their particular situations, and to encourage groups to test situations where public art is not primarily considered but would be appropriate: i.e. subways, highways, paintings, and prints and small sculpture for interior display in public buildings, etcetera.

Deadlines and Announcement Dates:
Applications for Fiscal Year 1975 in Category III must be postmarked no later than January 1, 1975. Notices of approval or rejection will not be sent before June 1975. Your proposed activity should not have a beginning date before July 1975.

Applications for Fiscal Year 1976 in Category III must be postmarked no later than January 1, 1976. Notices of approval or rejection will not be sent before June 1976. Your proposed activity should not have a beginning date before July 1976.

Artists' Services

A limited number of grants will be available to organizations or artists' groups concerned with the area of services. Services cover a number of categories designed to assist the artist in every aspect of his professional life including:

1) Dissemination of information through directories and documentation.
2) Technical research into old and new media.
3) Clarification of artists' rights.
4) Investigation of health and safety factors of artists' media.

The program also encourages established resource facilities to study and solve new problems that arise for artists in the course of their every day lives.

Eligibility:
Nonprofit, tax-exempt organizations which provide services to visual artists. In rare circumstances grants will be made to individuals providing services not provided by any existing organization.

Grant Amounts:
Grants will be made on a matching basis and normally will not exceed $10,000.

Deadlines and Announcement Dates:
Applications for Fiscal Year 1975 must be postmarked no later than February 1, 1975. Notices of approval or rejection will not be sent before June 1975. The proposed activity should not have a beginning date before July 1975.

Applications for Fiscal Year 1976 must be postmarked no later than February 1, 1976. Notices of approval or rejection will not be sent before June 1976. The proposed activity should not have a beginning date before July 1976.

Procedure:
Please review the instructions on page 3 and complete the forms entitled "Project Grant Application" (NEA-3, Rev.).

July 1974

Tax Information on Fellowship Grants

Fellowships

A fellowship grant generally means an amount paid or allowed to, or for the benefit of, an individual to aid him in the pursuit of study or research. The term also includes any amount received in the nature of a family allowance as a part of a fellowship grant.

A **"research fellowship"** grant awarded by the American Heart Association, Inc., to aid individuals in pursuing further training subject to the approval of the Association, qualifies as a fellowship grant.

However, "established investigatorship" awards given to individuals who have the ability to conduct independent research in the cardiovascular field are not fellowship grants since the primary purpose of the research activities is to benefit the grantor's program rather than to train the recipients.

Payments to National Teacher Corps teacher interns during training and in-service periods do not qualify as fellowships.

An award made by the National Foundation on the Arts and Humanities, an independent agency in the Executive Branch of the U.S. Government, to aid an individual in completion of his novel in progress, qualifies as a fellowship grant since it enables him to pursue a program of research, interpretation or original thought. Similarly, grants-in-aid by a tax-exempt foundation to creative writers to enable them to pursue their artistic talents without concern for making a living qualify as fellowship grants.

Compensation for Services

Payments that represent compensation for past, present, or future services performed by you are not excludable from gross income.

If the amounts you receive represent payment for services that are subject to the **supervision or direction of the grantor**, they do not qualify as "scholarships" or "fellowship" grants.

"Supervision or direction of the grantor" implies that the services are so subject to the grantor's discretion that they primarily benefit the grantor and only secondarily serve as an educational or research opportunity for the grantee.

In this context "supervision or direction of the grantor" goes beyond the supervision or direction which normally characterizes a student-teacher or instructor-trainee relationship.

Example 1. The constant direction or supervision a Certified Registered Nurse Anesthetist gives a student nurse so the student may receive the required clinical training to graduate is not "supervision or direction of the grantor" which would classify the compensation as primarily for the grantor's benefit and disqualify it as a scholarship or fellowship.

Example 2. A university established a work program as a requirement for a Bachelor of Science degree. Under the program the university assisted the students in securing outside employment.

Upon employment, it was solely within the discretion of the outside employer to determine what a student's activities were to be, based on the employer's needs. The students were paid amounts which equalled amounts received by regular employees with the same background.

Since the students were solely subject to the direction and supervision of the outside employer, their compensation could not be excluded from gross income as a scholarship or fellowship grant.

When resident physicians are paid stipends for medical research at a hospital and this research is optional, subject to the approval of the director of training, and the research findings are sometimes used in formulating management or treatment programs, the stipends are additional compensation and not scholarships or fellowship grants, since the duties performed primarily serve the operational needs of the hospital.

Amounts received by students for services performed on a research project, which a university contracted to perform for a consideration, are compensation regardless of how such consideration is designated. Such amounts are not converted to scholarships or fellowship grants merely because the research can be used for credits toward degrees or may be required to obtain a degree. Normally, if the services are required of **all** candidates for a particular degree (whether or not recipients of scholarships or fellowship grants) as a condition of receiving the degree, the compensation for the services may be excluded from gross income.

Does Your Grant Qualify

If there is some doubt as to the qualification of your grant, you first should consult the grantor. He may have received advice from the Internal Revenue Service about its appropriate tax treatment. You may also write to the District Director of the Internal Revenue Service for the district in which you reside or to the Commissioner of Internal Revenue, Washington, D.C. 20224, Attention: T:I:I:, for further information. Be sure to request the information as soon as possible, so that you can receive a timely answer for filing your return. If you request advice by mail be sure to include:

1) **A copy of the application for the grant.**
2) **A copy of the grant itself.**
3) **A statement as to whether you are a candidate for**

a degree. If not, include a list of grants received since January 1, 1954, while you were not a candidate for a degree, showing amounts excluded as scholarships and fellowship grants and the number of months for which such amounts were excluded.

4) A statement as to whether any amounts are received specifically to cover expenses for travel, research, clerical help, or equipment incident to the scholarship or fellowship grant.

5) A statement showing precisely what your duties and obligations are under the grant; for example, whether you have freedom of choice in your studies or research or they are performed subject to supervision and control; also, whether they are accomplished during the course of a specific project of the grantor.

6) A copy of any published literature or pamphlets describing the grant.

Taxation of Scholarship and Fellowship Grants

If your grant qualifies as a scholarship or fellowship grant, then the extent of the amount excludable from income will be determined by whether or not you are a candidate for a degree.

Candidate for Degree

A candidate for a degree is an individual, whether an undergraduate or a graduate, who is pursuing studies or conducting research to meet the requirements for an academic or professional degree conferred by a college or university. It is not essential that the study or research be pursued or conducted at an educational institution that confers these degrees if its purpose is to meet the requirements for a degree of a college or university that does confer them. A student who receives a scholarship for study at a secondary school or other educational institution is considered to be a candidate for a degree.

The scholarship or fellowship grant of a candidate for a degree is fully excluded from income for the following:

1) The basic scholarship or fellowship grant, which consists of the full amount of the grant and the value of any contributed services and accommodations (for example, room and board); plus

2) Any amount received incident to the grant that is **specifically designated** to cover expenses for travel (including meals and lodging while traveling and an allowance for travel of the individual's family), research, clerical help, and equipment. To be excluded from income these amounts must actually be spent for the purpose of the grant.

Amounts received under the grant that represent payments for teaching, research, or other part-time employment required as a condition for receiving the grant are taxable, unless required as a condition of receiving a degree. If the grant also includes amounts for travel, research, clerical help, and equipment, the portion of these amounts attributable to the compensation is also included in income.

Studies leading to certification to practice a profession do not qualify you as a candidate for a degree.

Example 1. Miss Harris, a registered nurse, received a grant from a charitable foundation to attend a local university to take training leading to certification as a psychiatric nurse. Her studies for certification are not equivalent to being a candidate for a degree.

Example 2. Mr. Smith, who possesses a Ph.D. degree in psychology, accepted a grant from an educational institution to pursue a 4-year study program leading to certification enabling him to practice psychoanalysis.

The study program does not qualify Mr. Smith as a candidate for a degree.

Graduate student teaching assistantships. Generally, such teaching assistantships are includable in income. To be excludable from income, the graduate student teaching assistantship must meet the general requirements of a scholarship or fellowship grant. (See "Scholarship and Fellowship Grants," on page 2.)

It is immaterial that the teaching requirement is imposed on all candidates for the graduate degree since the exclusion from income is inapplicable unless it is **first** established that a scholarship or fellowship grant **exists.**

If you received 2 or more grants during the year, all the amounts should be totaled to determine what portion may be excluded from income. If these amounts are received during the same month or months within the year, each month is counted only once in determining the number of months in which you received amounts under the grants.

Not a Candidate for Degree

Individuals who are not candidates for degrees treat their scholarships or fellowship grants for tax purposes, in the following manner:

1) The basic grant, which consists of the amount of the scholarship or fellowship plus the value of contributed services and accommodations such as room and board received incident to the grant, is excluded from income in any tax year to the extent of $300 times the number of months for which amounts under the grant were received during that year. There is a further limitation to the amount of this exclusion, discussed under the "36-month limit;" below.

2) Amounts received incident to the grant that are specifically designated to cover expenses for travel (including meals and lodging while traveling, and an allowance for travel of the individual's family), research, clerical help, and equipment are fully excluded if actually spent for the stated purposes, but see below.

For an individual who is not a candidate for a degree to receive the tax benefit described above, the grantor of the scholarship or fellowship grant must be one of the following:

1) A nonprofit organization exempt from Federal income tax and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or the prevention of cruelty to children or animals;

2) A foreign government;

3) An international organization, or a binational or multinational educational and cultural foundation or commission created or continued pursuant to the Mutual Educational and Cultural Exchange Act of 1961 (the Fulbright Hays Act); or

4) The United States, or an instrumentality or agency thereof, a state, or a possession of the United States, or any political subdivision thereof, or the District of Columbia.

If the grantor is **not** one of these the grant is taxable income.

The limitation of $300 per month applies only to the basic grant. It does not apply to amounts received pertaining to the grant that are specifically designated to cover expenses for travel, research, clerical help, or equipment. Such amounts are generally entirely excludable if they are actually spent for these purposes during the term of the scholarship or fellowship grant or within a reasonable time before and after that term. If the amounts are not spent for these purposes they must be included in gross income unless they are returned to the grantor. If the amounts received to cover these expenses are not specifically so designated in the grant they are taxable whether or not spent.

36-month limit. The $300 per month exclusion may not be claimed for an aggregate of more than 36 months. These 36 months need not be consecutive. Each month for which such an individual receives (or has received) a grant counts, including those months during which he may have received less than $300. The claiming of the exclusion for the maximum period of 36 months by an individual who is not a candidate for a degree will not prevent the individual from claiming a further exclusion, as explained earlier in this publication, should he or she become a candidate for a degree.

If the basic grant becomes taxable because of the expiration of the 36-month benefit period, amounts pertaining to the basic grant received for travel, research, clerical help, or equipment also become taxable.

Example 1. Mr. Baker, who is not a candidate for a degree and has not exhausted his 36-month benefit period, was awarded a postdoctorate fellowship by a tax-exempt U.S. foundation to pursue specified studies at a university in State Y. Under the terms of the grant he is to receive $500 per month for the nine-month period beginning September 1972. He is also to receive $250 for research supplies. The State Y Educational Commission awarded him $400 to cover travel expenses. The university is contributing room and board, which has a value of $100 a month. He computes the amount of taxable income for the years 1972 and 1973 in the following manner:

1972

Fellowship (4 months x $500)	$2,000
Contributed room and board (4 months x $100)	400
Travel expenses $400	—0—
Research supplies $250	—0—
The last two items are excluded if they are spent for the designated purposes.	
Total	$2,400
Exclusion (4 months x $300)	1,200
Amount subject to tax	$1,200

1973

Fellowship (5 months x $500)	$2,500
Contributed room and board (5 months x $100)	500
Total	$3,000
Exclusion (5 months x $300)	1,500
Amount subject to tax	$1,500

Example 2. All the facts are the same as in Example 1, except that Mr. Baker received his entire fellowship of $4,500 (9 months x $500) in September 1972.

1972

Fellowship (9 months x $500)	$4,500
Contributed room and board (4 months x $100)	400
Total	$4,900
Exclusion (9 months x $300)	2,700
Amount subject to tax	$2,200

1973

Contributed room and board (5 months x $100)	$ 500
Exclusion	—0—
Total	$ 500

Mr. Baker has no exclusion in 1973 because his $300 per month exclusion for the first five months of 1973 was applied in 1972. The grant must be considered for tax purposes in the year in which it is received. The amounts he received for travel and research supplies are not included in income if they are spent for the designated purposes.

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